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| MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE | | EFFECTIVE DATE 09/18/2013 | NUMBER 01.01.101 |
| SUBJECT DEPARTMENT ORGANIZATION AND RESPONSIBILITY | | SUPERSEDES 01.01.101 (07/01/2012) | |
| | | AUTHORITY MCL 18.1483-1487, 791.201-205, 791.221, 791.231, 791.231a, 791.261-263, 791.271, 791.302, 791.251, <i>et seq.</i> , 791.401, <i>et seq.</i> ; 798.11, <i>et seq.</i> , 800.321, <i>et seq.</i> ; Administrative Rule 791.2205 | |
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POLICY STATEMENT:

The Department's organizational structure, authority, and administrative responsibility are as set forth in this policy directive.

POLICY:

DIRECTOR'S OFFICE

- A. The Director is the chief administrative officer of the Department and is responsible for the overall operation of the Department. The Director may appoint special assistants to oversee specialized areas within the Department.
- B. The Director's Office supervises the following:
 1. The Executive Bureau, which includes:
 - a. The Office of Public Information and Communications. The head of this Office serves as the Administrator of the Executive Bureau and is the Department's chief spokesperson with the news media and reports directly to the Director. The Office is responsible for coordinating the Department's contacts with the news media, including the types of information to be released. The Office also is responsible for providing information about Department activities to the general public.
 - b. The Legislative Affairs Section. This Section is responsible for coordinating the Department's legislative liaison activities and reports to the Administrator of the Executive Bureau.
 2. The Chief Deputy Director, who oversees Employee Discipline, Internal Affairs, and the Bureau of Health Care Services (BHCS) and assists the Director with the overall operations of the Department. The Chief Deputy Director reports directly to the Director.
 - a. BHCS is responsible for the coordination and monitoring of health care services for prisoners in Department correctional facilities. The BHCS Administrator supervises the following:
 1. The Chief Medical Officer, who is administratively housed in BHCS but reports to the Director for medical policy purposes. The Chief Medical Officer is responsible for oversight and direction regarding medical and clinical practice of prisoner health care.
 - a. Regional Medical Officers, who are responsible for oversight of medical and clinical services provided within geographic regions as determined by the BHCS Administrator. Regional Medical Officers report to the Chief Medical Officer.
 2. The Chief Psychiatric Officer, who is administratively housed in BHCS but reports to the Director for psychiatric policy purposes. The Chief Psychiatric

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Officer is responsible for oversight and direction regarding psychiatric practice of prisoner health care.

3. Mental Health Services, which provides oversight of program development for prisoner mental health services, as determined by the BHCS Administrator. The Administrator of Mental Health Services serves as Director of the Corrections Mental Health Program for mental health services provided under MCL 330.2003 *et seq.*
 4. Regional Health Administrators, who are responsible for oversight of program development and all health care services provided within geographic regions as determined by the BHCS Administrator.
 5. The Health Information Compliance Coordinator, who is responsible for coordinating medical record documentation, including use of the electronic medical record.
 6. The Corrections Mental Health Program Rights Specialist, who is responsible for ensuring prisoners are receiving mental health care services consistent with state and federal law and applicable Department policies and procedures.
 7. The Grievance and Complaints Section, which is responsible for responding to prisoner health care issues raised by prisoners and others. This includes responding to Step III grievances referred for response by the Grievance Section of the Office of Legal Affairs.
3. The Internal Affairs Division, which is responsible for conducting or directing the investigation of allegations of employee misconduct and other investigations as determined by the Director or designee.

CORRECTIONAL FACILITIES ADMINISTRATION (CFA)

- C. CFA is headed by a Deputy Director, who reports to the Chief Deputy Director. The CFA Deputy Director is responsible for the operation of all correctional institutions operated by the Department and supervises the following:
1. Regional Prison Administrators, who are responsible for oversight of CFA institutions within geographic regions as determined by the CFA Deputy Director.
 - a. Each CFA institution is administered by a Warden, who reports to a Regional Prison Administrator. The Warden is responsible for the overall operation of the institution.
 2. The Operations Division, which is responsible for providing programming support to CFA institutions. The Division Administrator serves as the Department's Emergency Response Team Administrator/Coordinator and Honor Guard Administrator/Coordinator. Included in the Division are the following:
 - a. The Educational Section, which is responsible for coordinating academic and vocational programming for prisoners.
 - b. Michigan State Industries (MSI), which is responsible for the overall control, management, and supervision of prison industry programs.
 - c. The Central Records Section, which is supervised by the Records Administrator. The Section is responsible for the coordination and oversight of the prisoner time computation process, including auditing facility timekeeping processes and criminal history inquiries on the Law Enforcement Information Network (LEIN). The Section also is responsible for the maintenance of prisoner Central Office files, detainer processing, prisoner record retention, implementation of the Sex Offenders Registration Act, and sentencing data entry. The Records Administrator provides technical assistance to the

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Department's Records Office Supervisors in these areas.

- d. The Classification Section, which is responsible for coordinating prisoner transfers pursuant to PD 05.01.140 "Prisoner Placement and Transfer".
 - e. The Security Threat Group/Emergency Management Section, which is responsible for coordinating Emergency Response Teams throughout the Department and providing technical assistance to staff on disturbance control issues as well as tracking and monitoring security threat groups as set forth in PD 04.04.113 "Security Threat Groups". The Section Manager acts as the Department's Emergency Management Coordinator and represents the Department in the State Emergency Operations Center. The Manager also represents the Department in the Michigan Intelligence Operations Center.
 - f. The Food Service Section, which is responsible for coordinating dietary programs and food service sanitation in compliance with federal, state, and local regulations and standards.
 - g. The Prisoner Reentry Section, which oversees offender reentry processes beginning at prison intake through parole or discharge. In collaboration with interdepartmental and community agencies, the Section ensures a smooth transition from prison into the community.
 - h. The Transportation Section, which is responsible for the operation and direction of all prisoner transportation within CFA as well as for other specifically identified transportation. The Manager also supervises the radio shop.
 - i. The Performance Audit Coordinator, who conducts performance audits annually of designated facilities. The Coordinator also oversees the CFA performance audit process and provides technical assistance to staff in this area.
 - j. The Special Activities Coordinator, who is responsible for coordinating religious services and chaplaincy, the outreach volunteer program, library services, leisure time activities, and hobbycraft programs, and provides technical assistance to staff in these areas.
3. The Absconder Recovery Unit, which is responsible for investigating, locating, and arresting escapees, parole violators, and probationers as set forth in PD 06.01.130 "Absconder Recovery Unit".

FIELD OPERATIONS ADMINISTRATION (FOA)

- D. FOA is headed by a Deputy Director, who reports to the Chief Deputy Director. The FOA Deputy Director is responsible for the management and operation of all facilities, services, and programs in FOA and for providing investigative support, information, and sentencing recommendations to the courts in criminal cases.
- E. The FOA Deputy Director supervises the following:
 1. Regional Administrators, who are responsible for oversight of field operations for parole and probation in geographic regions as determined by the FOA Deputy Director. Regional Administrators are responsible for operations within their respective regions, including new program implementation and administration of adult felony probation services, and parole supervision. Regional Administrators are responsible for all staff assigned to their respective regions and for enforcement of applicable Department policies and procedures in their respective regions.
 - a. Each region within FOA has two Deputy Regional Administrators. Deputy Regional Administrators assist the Regional Administrators in the performance of their duties and

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directly supervise the Area Managers.

- b. Each geographic area within FOA is supervised by an Area Manager. Area Managers are assigned areas of responsibility by the Regional Administrator with the concurrence of the FOA Deputy Director.
2. The Office of Parole and Probation Services, which includes the following:
 - a. The Office of Community Corrections, which is responsible for implementation of the Community Corrections Act (MCL 791.401, *et seq.*), which provides technical assistance to local jurisdictions, coordinating local community corrections plan development, and monitoring program performance under the Community Corrections Act. It also is responsible for overall planning, monitoring, and evaluation of prisoner substance abuse programming, including substance abuse testing and sex offender management. In addition, the Office of Community Corrections is responsible for the Lake County Residential Reentry Program.
 - b. The Program Services Section, which is responsible for oversight of residential reentry programs and facilities (excluding the Lake County Residential Reentry Program) and sex offender management. This Section also is responsible for implementing the interstate compact for parolees and probationers. Additionally, the Program Services Section is responsible for the parole violation unit.
 - c. The Electronic Monitoring Center, which monitors all FOA offenders and discharged sex offenders for whom electronic monitoring is required. The Section also oversees Department LEIN entries and warrant verifications and cancellations.
 - d. The Offender Reentry Unit, which is responsible for community based reentry programs and services. The Unit ensures the smooth transition of offenders paroling to the community, using Administrative Agencies to assist in identifying programs and services, or filling gaps in these programs and services, so that the identified needs of parolees are met in the community.
 - e. The Parole Services Section, which provides investigative support and information to the Board in the parole revocation, supervision, and discharge processes.
 - f. The Detroit Reentry Center (DRC), which houses parolees who are required, as a specific condition of their parole, to participate in and satisfactorily complete reentry programming, as well as parole violators who are believed to have violated a condition of parole and are being considered for parole revocation proceedings or other appropriate action. The goal of the center is to enhance public safety and parole success.
 3. The Parole Board, which is comprised of ten members appointed by the Director, one of whom is designated as the Chairperson. The Chairperson is responsible for the management and operation of the Board. The Board is responsible for all parole decisions, including establishing the terms and conditions of parole and parole revocation, and the processing of cases for relieve, commutation, and pardon. The Chairperson also supervises the following:
 - a. The Office of the Parole Board, which is responsible for providing administrative and support services to the Board, including in the parole and lifer consideration process. The Office also is responsible for operation of the crime victim notification process pursuant to the William Van Regenmorter Crime Victim Notification Act (MCL 780.751, *et seq.*).

BUDGET AND OPERATIONS ADMINISTRATION (BOA)

- F. BOA is headed by a Deputy Director, who reports to the Chief Deputy Director. The BOA Deputy Director provides oversight of all Central Office staff support functions and for providing internal organizational support to the Department's operational units. The BOA Deputy Director also provides

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Department oversight of all human resource services, including services related to equal employment opportunity and allegations of discriminatory harassment provided to Department staff by the Civil Service Commission. The BOA Deputy Director supervises the following:

1. The Bureau of Fiscal Management, which is responsible for coordinating the budget development process, financial management, contract management for the Department, and biennial evaluation of internal controls and audit responses. The Bureau monitors the fiscal operations of the Department to ensure compliance with policy, the Administrative Guide for State Government, and generally accepted accounting principles. This Bureau also is responsible for procurement functions. Included in the Bureau are the following:
 - a. The Budget and Projections Division, which is responsible for developing the Department's annual budget request to the Governor's Office and the Legislature, including meeting with the State Budget Office and the Legislature. The Division also is responsible for revenue and expenditure projections and legislative and administrative transfers. In addition, the Division is responsible for developing annual spending plans for the Department and depositing and accounting for fees collected from parolees and probationers.
 - b. The Finance Division, which is responsible for establishing and maintaining appropriate account structure to record Department-wide revenues, expenditures, assets, and liabilities in accordance with state law and generally accepted accounting principles. This Division also is responsible for monitoring contracts entered into or on behalf of the Department, procurement functions, and biennial evaluation of internal controls and audit responses. In addition, this Division is responsible for processing payment for all goods received and services for the Department and for reviewing and approving all requests from county jails for reimbursement for the cost of housing offenders directed to jail.
 - c. The Physical Plant Division, which is responsible for development of new construction, remodeling, and major maintenance projects and Department fire safety standards and environmental affairs. The Division also ensures Department facilities meet applicable federal, state, and local sanitation, safety, and health codes. The Division also is responsible for inspecting and auditing county jails for compliance with state law and administrative rules.
2. The Office of Legal Affairs. The Administrator of the Office is responsible for the coordination of Department communications with the Department of Attorney General regarding legal issues that affect the Department. Included in the Office are the following:
 - a. The Freedom of Information Act Section, which is responsible for coordinating the Department's compliance with the Freedom of Information Act (MCL 15.231, *et seq.*).
 - b. The Grievance Section, which is responsible for coordinating investigations and decisions of prisoner grievances at the third step. The Section is also responsible for coordinating prisoner property reimbursement claims submitted to the State Administrative Board.
 - c. The Litigation Section, which is responsible for coordinating the litigation activities against the Department and/or its employees with the Department of Attorney General. The Section also is responsible for coordinating the Department's compliance with court orders issued in litigation against the Department or its employees, including consent decrees and settlements.
 - d. The Policy Section, which is responsible for developing and maintaining the Department's administrative rules, Director's Office Memoranda, policy directives, and operating procedures issued by the Director.
 - e. The Rehearings Section, which is responsible for review of appeals from all formal administrative hearings. The Section Manager serves as the Department's Hearings

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Administrator pursuant to the Hearings Division Statute (MCL 791.251, *et seq.*).

- f. The Prison Rape Elimination Act (PREA) Section, which is responsible for monitoring the Department's compliance with PD 03.03.140 "Prohibited Sexual Conduct Involving Prisoners" and coordinating implementation of Federal PREA standards.
3. The Office of Research and Planning, which provides corrections research including statistical analyses, legislative impact studies, program evaluation, validation reports, and prisoner population projections. The Office also responds to requests for data on offenders and prepares short-term analyses and program reviews.
 - a. The Automated Data Systems Section, which is responsible for all aspects of the automated data processing and computerized information systems, including establishing Department standards and management of usercode and password maintenance.
4. The Training Division, which is responsible for coordinating all new employee and in-service training for staff, including leadership training, and recruiting new employees.
 - a. The Ordnance Unit, which is responsible for researching and evaluating ordnance to be used by the Department and for the development and revision of the Department's Ordnance Manual. The Unit also is responsible for development, implementation, and evaluation of all ordnance related training.
5. The Labor Relations Section, which is responsible for responding to staff grievances and unfair labor practice charges and representation of the Department at related conferences, hearings, arbitration, and contract disputes. The Section also is responsible for Department contract negotiations with labor and other labor/management issues as well as the Department's controlled substance and alcohol testing program and work fit program.

PROCEDURES

- G. Procedures are not required for this policy directive.

AUDIT ELEMENTS

- H. There are no audit elements for this policy directive.

APPROVED: DHH 9/3/13